

# Curriculum Vitae



## **HAFEEZ KHAN**

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**Visit Visa Expire in July 2024.**

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### **Profile:**

Experienced Accounting Professional with top-notch leadership, program management and planning abilities. Excellent verbal and written communication skills paired with organized nature and advanced problem-solving strengths. Improves policies, reduces waste and supports business needs with efficient, high-quality materials.

### **Professional Strength:**

- Good working knowledge of material control accustomed with new environment.
- Highly committed to work to satisfaction of management level
- Assertive and goal oriented under the most challenging conditions
- Extensive knowledge of operating tools like Microsoft windows, office, Excel and the Internet
- Excellent working relations with superiors as well as colleagues
- Reliable, Confident, Honest and Hard Working sincere and dedicated

### **Work History:**

#### **Assistant Accountant (2022 – 2023)**

Hyderabad Institutions Corporation - Hyderabad Telangana – India.

The Company engaged in Civil & Interiors construction Co.

### **DUTIES & RESPONSIBILITIES:**

- Handling All Petty Cash Expenses Accounts & Preparing Cash & Cheque's Reports
- Maintain day to day Cash & Cheque's expenses report of company and Posting invoices entries
- Maintaining of Accounts & PDC's Cheques, Preparation of Weekly & Monthly Reports

- Manage the Invoices Generation Operation & follow up for monthly closing.
- Preparing report for Receivable & Payable and follow up for payments accordingly in regular basis and posting the incoming payments entries.
- Maintain Cash Collections and Pdc's Cheques record in a systematic record keeping.
- Preparing regular reports & follows up for the invoices for closing monthly work & for vat filling work.

### **Education:**

- **PG (MBA): Finance / Marketing (2021 - 2022)**  
Shadan Degree & PG College Osmania University - Hyderabad
- **B.COM: Commerce (2017 – 2020)**  
Cat Degree College Graduation Osmania University – Hyderabad.

### **Technical Skills:**

- Software Packages : MS-Office, MS-Excel & MS-Word
- Accounting Packages : Tally ERP.9
- Typing Speed : Average grade

### **Languages:**

- English
- Hindi
- Urdu

### **Personal Details:**

Date of Birth : 24-04-1997  
 Marital Status : Single  
 Gender : Male  
 Nationality : Indian

❖ **Certificate Attested both Indian Embassy and Uae Embassy.**

**(HAFEEZ KHAN)**